1

G. R. S. 58]

Previous references.

File No. 43-14

Serial Nos. 1 & 6(a)

1915.

(E. A.)

Later references.

E.A. 256-1

Jsc 252-18-13.

Ex 46-26-102

Gsl 113-29 (1-2)

Gsl 89-30 (1-2)

GENERAL AND REVENUE SECRETARIAT.

G.M. 107-38, Sl.1.

NS 8126-38 (1-4)

G.M. 14-40, Sl.2.

Serial Nos. 1 and 6(a)

Part B for

SUBJECT.

Systematic inspection of offices by the officers in charge of them and also by higher officers.

G.O. no. G. 10870-1918—E.A 43-14-1 dated 10th April 1918. Sanctions a scheme for the systematic inspection of offices by the officers in charge and also by the higher officers.

(a) Cir no 921-62-E.A. 43-14-6(a) dated 22nd June 1918. Forwards a set of illustrative questions of inspection

GPB—10,000—23-3-15

2

G.R.S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(E A)

NOTES.

FILE HEADING.

Systematic Inspection of offices by the Officers in charge of them and also by the Higher Officers.

From

Diary No.	Dated	Received	Serial No.
	Enclos.	Spare Copies.	

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Mis no 196
dated 15-2-15

1. A large number of our offices have no system of periodical inspection by higher officers or even by the officer in charge. It is true that the latter, in the ordinary course of business, comes to know

Serial No.

more or less intimately the methods of work in his office, but there will be a great many details which escape notice unless he makes a systematic inspection. In several British Provinces, the inspection of offices by the presiding officers (as well as by higher officers) is insisted upon, and the arrangement is one which is obviously beneficial. A draft order is put up on general lines. The details for each office will have to be worked out on the receipt of replies from Heads of Depts.

NLL
8/12/14

(Secretary)

The draft, after such revision as may be considered necessary by the Dewan, may issue in print and further action may be taken after receipt of replies from the Heads of Depts concerned.

Dewan Bahadur Rao
10/12

Dewan)

31886
10-12-14

Mr N. M. Rau to kindly take a note of this and do the needful. The file may be sent for air.
Secy
14/2

3 The form of inspection questions referred to in para 5 may be prepared here and sent round for suggestions. Blank space may be reserved for supplemental questions according to the special circumstances of each office.

4 Please circulate and bring up for a meeting of Council. A few verbal alterations may be necessary before the order actually issues.

13.2.15

2/3/15

To Council Section

NOTE—Contn. sheet.

GPB—10,000—18-6-14

PB—1,000—19-7-13

4
2
(8)

Extract from the Proceedings of the 348th Meeting
of the Council of His Highness the Maharaja,
held at Bangalore on the 19th March 1915. 191 .

5

10. SUBJECT. - (Clause viii of the Schedule).

Systematic inspection of offices by the officers in charge of them and also by the higher officers.

OPINION OF THE COUNCIL.

The draft order may be approved.

Sd. M. Visvesvaraya,
Dewan of Mysore.

"Extract"

D. M. Narasimhaiah. 19/3
Offg. Secretary to Govt.

5

(4

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No. 6

A draft Submission Note is put up.

Dewan

Dewan 23/3

6199
23.3.15

For disposal at a Meeting.

6 57

No. C. 413.

18. 2. 1915.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Systematic inspection of offices by the officers in charge of them and also by higher officers.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasyhlu

16th February 1915.

Offg. *Secretary to Government.*

Extraordinary Member of Council. 24.3.15.

First Member of Council. Seen by First member.

Second Member of Council. 27/2

GPB—1,000—28-8-14

67

Submitted to His Highness.

draft for approval

The present system of inspecting offices is found to admit of considerable improvement. The accompanying draft order deals with a few of the points requiring reform.

2) It is understood that in several British Indian Provinces, the periodical inspection of offices by the presiding officers (in addition to that by higher officers) is insisted upon. This is generally not done in Mysore.

3) Inspecting officers do not generally provide themselves with standard questions in regard to the more important points before undertaking inspections. Lists of such questions are absolutely necessary to save time and to concentrate attention on matters of importance.

4) In most offices there is no record maintained showing the remarks of the Inspecting officer and the action taken to rectify defects brought to light. Such a record would be very useful.

5) The draft order, providing for all these matters was considered in Council on the 19th March 1915. The Council are of opinion that it may be approved.

Page 3 of Office Note.

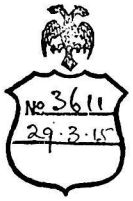
6) The recommendation of the Council may be approved.

M. Visvesvaraya
24 March 1915

1872

D 8

Record of Cases submitted for the Orders of His Highness the Maharaja



Subject.

Systematic inspection of offices by the officers in charge of them and also by the higher officers.

899

Order.

~~KPMP~~
3/4/15

9 Seen 6-4-15 Ro

Proof- done 9/4

7/4 9/4

G. R. S. 12]

General and Revenue Secretariat.

GA File No. 43 of 1914-15

Serial No.	
	To May this be sent to Br V for giving the issue Numbers before sending to Press for getting proof? Yes Hm 4/4/15 10/4/15 To Br V Hm 10/4/15
1	To Heads of Depts by Cmrs. C.O. No 10490-918 dt 10/4/15 Forms issued for the systematic inspection of offices. Copy sent to Press and proof has been called for before Monday evening 12th inst. Hm 10/4/15 12 Reminder sent 13/4 Submitted with a draft reminder to the Supdt. Govt. Press requesting that proof may be sent by 8 A.M. tomorrow if convenient. 13.4.15 Proof Corrected & Sorted. Hm 14/4/15 13 Get the necessary no of copies. 14/4

NOTE—Contn. sheet.

GPB—25,000—2-14-14

. R. S. 12]

General and Revenue Secretariat.

G A File No. 43 of 1914-15

9 10

Serial No.

1. Proof sent to Press on 14-4-15. Copies due on 15-4-15.

14/4/15 Copies Received & Sorted herewith.

14/4/15

2.

All Heads of Departments and Deputy Commrs.

G. O. no. G. 10870-10918/E.A. 43-14-1 dated the 10th april 1915.

Issuing instructions for the systematic inspection of offices.

copy Inspection notes 21/5/15

2. From The D.g. of Prisons letter No. 759 dt 30.4.15. 89-57

Submitting for the consideration of Govt. a memoranda of his proposals for the systematic inspn: of offices under his control.

The D.g. counts the Central Jail, Bangalore Dist Jail at Mysore and the lock-ups 78 in number as subordinate offices. He leaves his own office out of account. He recommends the inspection of the Jails by the member of Council in charge of the portfolio, once a year and the Lock-ups once in 6 months by the Dist: magistrate or one of his senior assts:. A set of inspection

a separate file has been opened.

NOTE—Contn. sheet.

GPB—25,000—22-3-15

Serial No.

questions for the Jails is also framed and sent up. As for Lock-ups, a set of questions in modification of those contained in rule 56 of the Lock-up Rules is suggested.

The questions for the inspection of the Office branch of the Jails may be more elaborate covering all the procedure laid down in the general rules of office procedure.

Submitted.

16 This file may be recorded and closed. The letter now received may be worked up as a separate file.

4/5/16

17 As directed above, the letter received from the I.G. of Prisons has been worked up as a separate file.

18 The list of questions that may be used in general for the inspection of any office is put up with a draft forwarding the same to the Heads of Depts. Submitted. (Vide para 3 below)

19 Please type the draft

17/5

20 A set of general inspection questions

NOTE—Contn. sheet.

GPB—25,000—22-3-15

Gus 15.9.15

11
12

G. R. S. 12]

General and Revenue Secretariat. | E A File No. 43 of 1914-15

Serial No.

and a draft letter forwarding the same to Heads of Depts are put up, as per Dewan's order in para 3.

Secy)

NLL 18/5

21 June

18.5.15

22

In print NLL 20/5

6(a) Cir No: 921-62 of the 22nd June 15 forwarding a rel of illustrative questions of inspection and engineering which the details called for in the first order may be expected.

23 In reply to a reminder the Rep: Ch: Coorg says that detailed proposals will be subd: on receipt of replies from Dt: Judges.

The Resident Mysore City recently says that questions have been drawn and sent to Heads of Offices for opinion and that detailed proposals will be ready by the end of this month.

The Commr: Kolar wants time till the end of next month, when the admr: reports etc will have been subd. Replies will be awaited.

Subd
NLL
30/8/15 Hm

NLL
31/8

NOTE—Contn. sheet.

GPB—25,000—2-12-14

G. R. S. 12]

12
13

General and Revenue Secretariat. | E. A File No. 43 of 1914-15

Serial No.

24 In reply to a 2nd reminder the Resp: Chief Comr says that the detailed proposals will be sent on receipt of reply from the D. Judge of Bangalore. The Offg: Ry Secy says that the matter is receiving attention and a reply will be sent shortly. The Dy Comr: Chitaldrug says that he has sent up his proposals to the Rev: Comr's Orders pend

1822 4-11-15

7/11/15 MW

MRR 6/11/15

NOTE—Contn. sheet.

GPB—20,0

Proceedings of the Government of H.H. the Maharaja of Mysore.

****

Order No. G 10870-10918/G A.43-14-1

Dated Bangalore, 10th April 1915.

The existing arrangements for the inspection of offices are not, in the opinion of the Government, quite adequate. Certain offices are required to be periodically inspected by the presiding officer, and certain others by officers superior to him, but a large number are not at present subjected to any kind of systematic examination at all. It is true that in the ordinary course of business, the work of an office comes frequently under the scrutiny of the officer in charge, but something more than such casual check is necessary if offices are to be maintained in an efficient state. Government are accordingly pleased to direct that the Heads of Departments, Deputy Commissioners and generally all officers who have clerical subordinates working under them should thoroughly inspect their own offices not less than once a year. This may be done sometime between 1st January and 1st March every year.

2. Higher officers will continue to

15

inspect offices subordinate to them as frequently as may be necessary.

3. The inspecting officer's attention should be directed, among other matters, to the condition of the building and furniture, the observance of the prescribed hours of attendance, the distribution of duties, the arrears of work, the proper maintenance of registers, the arrangement of the records and the regulation of expenditure on office contingencies. In order that no point of importance might be overlooked, a standard list of questions to be answered at the inspection should be prepared in respect of every office. The Inspecting officer will fill in his answers and submit the form to his official superior, who will return it with his remarks. Where standard forms already exist, they should be re-examined and made exhaustive and up-to-date.

4. The inspecting officer should at the same time note the points that require action on the part of the establishment or the officer in charge as the case may be, in an inspection minute book to be maintained at every office. The remarks should be written on half margin, the other half of the page being ~~being~~ used for recording the measures taken to carry out the orders passed. Care should be taken to remove the inspection books

16

as little as possible from the place to which they belong.

5. The Heads of Departments are requested to submit detailed proposals as to the offices under their control which require to be periodically inspected, the officers by whom and the frequency with which the inspections should be held, and the forms of inspection questions which should be adopted.

28.3.17
R6

Offg. Secretary to Government.

To

The Heads of Departments.

The Deputy Commissioners of Districts.

Inspection of offices.

No. G. 10870-10918--E. A. 43-14-1, DATED 10TH APRIL 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 10870-10918—E. A. 43-14-1, dated 10th April 1915.

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3. The inspecting officer's attention should be directed, among other matters, to the condition of the building and furniture, the observance of the prescribed hours of attendance, the distribution of duties, the arrears of work, the proper maintenance of registers, the arrangement of the records and the regulation of expenditure on office contingencies. In order that no point of importance might be overlooked, a standard list of questions to be answered at the inspection should be prepared in respect of every office. The inspecting officer will fill in his answers and submit the form to his official superior, who will return it with his remarks. Where standard forms already exist, they should be re-examined and made exhaustive and up-to-date.

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Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

18

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 10870-10918—E. A. 43-14-1, dated 1[illegible] April 1915

Inspection of offices.

Issuing instructions for the Systematic.—

GPB—15-4-15—250

19

G. R. S. 26]

SUBJECT.....

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.....

Diary No. of letter replied to.....

Section E-A.
File No. 43-14
Serial No. 6a.

General and Revenue Secretariat
( )
, *the* *191* .

No. 921-68.
E-A

Date of issue 22-6-15

Signed by Mr. N. Madhava Rao

Sir,

In continuation of G.O.No. 10870-10918/E.A. 43-14-1 dated the 10th April 1915, I am directed to forward herewith a set of questions indicating the lines on which the detailed forms for the inspection of offices should be framed. It will be observed that the questions are illustrative and that they require to be supplemented and perhaps modified according to the needs of each office. I am to enquire when Government may

over.

may expect to have your proposals as regards the forms as well as the other matters specified in paragraph 5 of the Government Order under advertence.

I have &c.,

~~For~~ Secretary to Government.

To

Heads of Departments.

List of enclosures.

Copied by

Examined by

P15—20,000—14-2-14

File no 43-14
Sl. 6(a).

21

GENERAL AND REVENUE DEPARTMENT

Bangalore, 22 ~~May~~ 22nd June *1915.*

Cir No. 921-62.

FROM

D. M. NARASINGA RAO, ESQ., B.A., B.L.,

Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments, Bangalore

To

Sir,

In continuation of Government Order No. 10870-10918—E. A. 431-4-1, dated the 10th April 1915, I am directed to forward herewith a set of questions indicating the lines on which the detailed forms for the inspection of offices should be framed. It will be observed that the questions are illustrative and that they require to be supplemented and perhaps modified according to the needs of each office. I am to enquire when Government may expect to have your proposals as regards the forms as well as the other matters specified in paragraph 5 of the Government Order under advertence.

I have the honour to be,
Sir,
Your most obedient servant,

Officiating Secretary to Government,
General and Revenue Departments.

MEMO OF QUESTIONS FOR THE INSPECTION OF OFFICES

I. General.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

Service Registers, Lists of Establishments, etc.

4. Is an up-to-date list of the establishment both clerical and menial maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

8. Is a register of applications for appointments maintained and are selections made therefrom?

9. Are all appointments made in accordance with rules pertaining to the Department?

Distribution of Work.

10. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day?

Arrear Lists.

12. Does every official in each Branch prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the Head of the Branch and is a statement submitted by the 5th of the month following?

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

Are similar monthly statements called for from subordinate offices if any and scrutinised before the 15th of the month following?

A copy of the latest arrear list may be appended.

Reports and Returns.

14. Is a statement of the periodical reports and returns due from each branch prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? *Vide* Rule 6 of the Efficiency Rules.

How many and which returns were overdue at the time of inspection.

15. Are all disposed of records promptly made over to the Record-keeper duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

Furniture List.

16. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a similar list maintained for tents?

Stationery and Forms.

17. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

Is a general indent book maintained for monthly issue of stationery?

18. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

19. Is a register of periodical issue of stationery maintained? *Vide* Rule 36 of the Stationery Rules.

File of Standing Orders.

20. Is a complete set of the standing orders of Government relating to the work of each branch of the office maintained? Are circular instructions received from superior authorities maintained in the several departments in separate files? Are these files complete and up-to-date?

Is each provided with a table of contents and if bulky, also an index?

21. Is a similar file maintained of circulars issued from the office?

Library.

22. In whose charge is the office Library and where is it kept?

23. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

24. Is a catalogue of the office Library maintained up-to-date?

25. Are all books received into the Library correctly labelled and deposited in their appropriate places?

26. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

27. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

28. Is a monthly report of books removed and not returned submitted?

29. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Tour.

30. Is a definite programme drawn up and adhered to?

II. Correspondence Registers.

31. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked ?

32. How many of such registers are maintained ? Are a peon book and tappal book maintained ?

33. Are the registers written up neatly ? Are the entries concise and clear ?

34. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure ?

35. Is there any delay in the fair copying and despatching of letters ? Are all papers despatched invariably on the day they are signed or the following day ? A few issues may be examined with reference to the refer book, peon book and tappal book.

36. Is the issue register checked once a month by the ministerial head of the office ?

37. Is an Amad Register maintained to enter all covers as they are received in the Branch ?

38. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted ?

39. Is there any abnormal delay in the disposal of petitions ?

40. Is the half-yearly return of petitions sent up regularly as required by Rule 24 of the Petition Rules ?

41. Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection ?

III. Cash and Contingencies.

42. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained ?

(1) Cash Book.

(2) General ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent Register.

(4) Order book for contingent charges.

43. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

44. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

45. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

46. Are all charges incurred on account of contingencies entered in the contingent register from day to day? *Vide* Article 81 of the Civil Account Code. Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

47. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

48. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Account Code and are the initials of the head of the office obtained?

49. Is the expenditure kept within the budget-grant?

50. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?

51. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

52. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?

53. Are the bills and payments posted in the cash book?

54. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

55. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

56. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

57. Are drafts of the office travelling allowance bills maintained in a register?

58. Are pension applications prepared and submitted in time as required by G. O. No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

59. How many cases are pending and why? The last pension quarterly may be reviewed.

IV. Records.

60. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

61. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

62. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

63. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?